



United States Department of the Interior
OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS

VACANCY ANNOUNCEMENT

POSITION: Records Management Specialist
GS-301-11/12/13 (2 positions)

ANNOUNCEMENT NUMBER: OST-02-030

OPENING DATE: November 22, 2001

FULL PERFORMANCE LEVEL: GS-13

CLOSING DATE: December 21, 2001

AREA OF CONSIDERATION: Government-wide

SALARY: GS-11 \$43,326 - \$56,322

GS-12 \$51,927 - \$67,500

GS-13 \$61,749 - \$80,279

LOCATION: Office of the Special Trustee for American Indians (OST), Office of Trust Records (OTR),
Division of Electronic Records, Systems Development Section, Albuquerque, NM

CONTACT TELEPHONE NUMBER: 505-816-1021

WHO MAY APPLY: Current Federal employees occupying Career or Career-Conditional appointments, former Federal employees with reinstatement eligibility, individuals who are eligible for reemployment under CTAP or ICTAP, and veterans who are preference eligibles who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service (documentation of eligibility must be submitted with the initial application).

This position has known promotion potential, and therefore, a subsequent career promotion is permissible. More than one position may be filled from this announcement.

Relocation expenses will be paid. Government furnished housing is not available.

STATEMENT OF DUTIES: The Records Management Specialist serves within the Systems Development Section of the Division of Electronic Records. Incumbent is responsible for assisting with coordination, development and issuance of electronic records, management regulations, policies and procedures, as well as providing technical assistance, training, and oversight. Primary responsibilities include the protection of historical electronic Indian trust real estate, land title, income, and trust fund records which are the basis of present day litigation and settlement. OST records programs include, but are not limited to electronic archival and records management programs, education, work processing, optical disk technology, micrographic, electronic storage capabilities, and OST-wide dissemination of records information. This position provides technical assistance as well as both general and specialized training to staff and tribes on all aspects of electronic records management from accession to disposition - life cycle management concepts and standards. Incumbent serves as lead or active member of technical assistance teams to coordinate and provide actual on-site technical assistance to Department of Interior (DOI) personnel and tribes. Technical assistance and training provided ranges from creation, maintenance, receipt, delivery, custody, control, processing, inventory and database management for federal records. Duties include the disposition, proper identification, transfer, and storage of documents and electronic records in accordance with the National Archives and Records Administration (NARA) regulations. The team must ensure document preservation by securing and safekeeping records with the staff to eliminate any potential hazardous impacts to the records. Primary functions are to research, develop and implement program evaluation criteria and methodologies to ensure

program effectiveness and regulatory compliance that includes conducting cyclical evaluations and follow-up. Evaluates and conducts work studies which requires field visits to orient or assist BIA and OST managers with the evaluation of program operations, special projects, or the general implementation of new regulations, policies, and procedures that affect BIA and OST electronic records. **Incumbent is required to travel frequently (30% of the time).**

QUALIFICATION REQUIREMENTS: Applicants must meet the qualification requirements contained in the Office of Personnel Management Qualification Standards for General Schedule Positions. There are no additional selective placement factors for this position. All qualification requirements and time-in-grade requirements (Federal employees) must be met within 30 calendar days after the closing date of this announcement in order to receive consideration for this position. Applicants' qualifications will be evaluated solely on the information submitted by them in their applications.

Three full academic years of graduate level education or Ph.D. or equivalent doctoral degree may be substituted for specialized experience required at the GS-11 level.

KNOWLEDGE, ABILITIES, SKILLS, AND OTHER CHARACTERISTICS (KASOCs):

Applicants should address the following factors, in a narrative form, on a separate sheet of paper. This supplemental information will be the principal basis for determining whether or not you are highly qualified for this position. You may expand upon the information that is provided in your application. You should consider appropriate work experience, outside activities, awards, training, and education for each of the items listed below.

1. Knowledge of the trust relationship between the Federal government, Indian tribes and Indian trust organizations.
2. Knowledge of regulatory and statutory requirements associated with information resource and records management processes involved in the life cycle of records.
3. Ability to research and analyze policies, regulations, and legislation in order to provide technical assistance.
4. Ability to develop training curriculums and to effectively conduct training sessions both in and outside of the Federal Government.
5. Skill in planning, organizing and developing methods of evaluating programs.
6. Ability to make oral and written presentations in a clear and concise manner.

ADDITIONAL INFORMATION:

This is not a Testing Designated Position.

5 USC 3303, Hatch Act Amendments of 1993, bars Executive Branch Agencies from accepting or considering prohibited political recommendations for Federal jobs. Any such recommendations received will be returned to the sender. Federal employees who request such a recommendation may be subject to disciplinary action.

Vacancy announcements for the Office of Special Trustee are accessible from the Office of Personnel Management Webpage www.usajobs.opm.gov.

The Office of the Special Trustee for American Indians is an Equal Opportunity Employer. Within the scope of Indian Preference, selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, sex, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, or any other non-merit factors.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE THE CLOSING DATE.

Attachment

DEPARTMENT OF THE INTERIOR
Office of the Special Trustee for American Indians

**SUPERVISORY APPRAISAL OF DEMONSTRATED
PERFORMANCE OR POTENTIAL**

Announcement No. OST-02-030

**PLEASE HAVE THIS APPRAISAL COMPLETED BY YOUR
SUPERVISOR AND SUBMIT WITH YOUR APPLICATION,
SF-171 (If the appraisal is submitted directly by the Supervisor,
the applicant will be permitted to review and/or obtain a copy
of the appraisal upon request.)**

Name of Applicant: _____ **Position:** Records Mgmt Specialist, GS-301-11/12/13

Basis of Appraisal				RANKING FACTORS (Knowledges, skills, abilities, and other characteristics)	Level of Performance			
Check one					Please Check as appropriate:			
Outside Activities	On-the-Job Performance	Formal Training	Unable to Appraise		4	3	2	1
				1. Knowledge of the trust relationship between the Federal government, Indian tribes, and Indian trust organizations.				
				2. Knowledge of regulatory and statutory requirements associated with information resource and records management processes involved in the life cycle of records.				
				3. Ability to research and analyze policies, regulations, and legislation in order to provide technical assistance.				
				4. Ability to develop training curriculums and to effectively conduct training sessions both in and outside of the Federal Government.				
				5. Skill in planning, organizing and developing methods of evaluating programs.				
				6. Ability to make oral and written presentations in a clear and concise manner.				

DEPARTMENT OF THE INTERIOR
Office of the Special Trustee for American Indians

**SUPERVISORY APPRAISAL OF DEMONSTRATED
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Announcement No. OST-02-030

NARRATIVE: BRIEFLY EVALUATE THE CANDIDATE'S OVERALL ABILITY TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THE POSITION. NARRATIVE COMMENTS ARE REQUIRED FOR ALL EVALUATIONS.

IN WHAT CAPACITY ARE YOU MAKING THIS APPRAISAL? (Please ✓ as appropriate)

☐

Present Immediate Supervisor

☐

Present 2nd Level Supervisor

☐

Other

(Specify)

☐

Former Immediate Supervisor

☐

Former 2nd Level Supervisor

Period During Which You Supervised the Applicant:

From:

To:

Appraiser:

(Signature)

(Date)

(Phone No.)

**DEPARTMENT OF THE INTERIOR
OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS
APPLICATION GUIDELINES**

Mail applications to: Personnel Office, Suite 1801, 505 Marquette NW, Albuquerque, New Mexico, 87102.
For further information, please call: (505) 816-1021.

APPLICATION REQUIREMENTS. If application is submitted by mail, it must be postmarked by the closing date of the announcement and received within 5 business days after the closing date to receive consideration. Hand delivered applications must be received by the closing date. Applications mailed using Government postage, telefax equipment, and/or envelopes will not be accepted.

The following must be submitted for consideration for this position:

1. You must submit a written application for employment. You may submit an Optional Application for Federal Employment (OF-612), Application for Federal Employment (SF-171), resume, or other format, provided that you include all the information listed below.
2. BIA Form 4432, Verification of Indian Preference, if applicable.
3. DD-214, Verification of Veterans Preference, if applicable.
4. Current and former Federal employees must submit a copy of their latest SF-50 for verification of reinstatement or transfer eligibility.
5. DI-1935, Applicant Background Survey. (Submission of this form is voluntary. This information will be used solely to review compliance with Federal law. Consideration for this job will not be affected by failure to submit this form.)
6. College Transcripts if you are using education (individually or in combination with experience) to qualify for this position.

In addition, while not required, it is recommended that applicants address the specific knowledge, skills, abilities, and other characteristics (KASOCs) listed on the vacancy announcement that are necessary for successful performance of the work. It is recommended that you provide a narrative statement for each KASOC addressing how your education, experience, training, and awards relate to these KASOCs to show how you are highly qualified for this position.

Please have the attached Supervisory Appraisal of Demonstrated Performance or Potential completed by your supervisor and submit with your application. Although appraisals will be used in ranking, no candidate will be screened out automatically for failure of his/her supervisor to complete an appraisal.

Your written application for employment must include the following:

Announcement number, and title, series, and grade of the job for which you are applying.

Indication of the locations for which you are interested if more than one location is specified in the vacancy announcement.

Personal information - complete name, mailing address (with ZIP code), telephone numbers (daytime and evening), social security number, and citizenship information. If applying under a special employment program, identify program (e.g., veterans' preference, reinstatement, handicapped appointment eligibility) and include appropriate qualifying documentation (e.g., DD-214, SF-50).

Educational information - high school name, city, state (ZIP code, if known), and date of diploma or GED; college/university name, city, state (with ZIP), declared major, dates attended, and type of degree and date received; graduate school name, city, state (with ZIP), major subject, dates attended, and type of degree and date received. If no degree was received, show credits earned (identify whether in quarters or semesters). Unless otherwise stated in this announcement, certified transcripts are not required.

Work experience - supply the following information for the paid and non-paid work you have performed that qualify you for this job: (a) job title (title, series, and grade, if Federal), (b) statement of major duties and accomplishments, employer's name and mailing address, (c) supervisor's complete name and telephone number, (d) month and year of starting and ending dates, (e) numbers of hours worked per week, and (f) salary. Indicate whether we may contact your current supervisor.

Other qualifications related to this job - courses (title and year), relevant skills (e.g., other languages, computer skills, mechanical skills, typing speed), and current professional certificates and licenses (identify issuing authority and date). You may also note any job related honors, awards, and special accomplishments, but DO NOT send documents (e.g., letters of commendation, newspaper clippings).

Senior Executive Service recruitment only - Provide copy of Candidate Development Program Certificate, if applicable.

Unless otherwise stated elsewhere in this announcement, applications will be accepted from individuals with competitive status, with Indian Preference, from severely handicapped individuals (regardless of competitive status), from Veterans Readjustment Appointment (VRA) eligibles (through GS-11) and veterans with compensable disability of 30% or more, and others eligible for appointment under special appointing authorities. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Documentation of eligibility must be submitted with the initial application. Please indicate if you are applying under one of these authorities and submit appropriate documentation (e.g., DD 214; Standard Form 15; required proof of entitlement such as the Veterans Administration letter, etc.)

Status candidates who wish to be considered under both merit promotion and excepted appointment procedures must submit two complete applications. When only one application is received from a status candidate, it will be considered only under merit promotion procedures.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

U.S. citizenship is required.

All new employees of the Office of the Special Trustee for American Indians are asked to identify a financial institution for direct deposit of pay.

If you are selected for a supervisory or managerial position, you must serve a probationary period. Failure to complete the probationary period successfully can result in return to your former position, or to a position of no lower grade and pay than the one which you left to accept the supervisory or managerial position.

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 U.S.C. 552a). The information is used to determine qualifications for employment, and is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361.

In accordance with 18 U.S.C. 1719 and 39 U.S.C. 3201 SEQ., applications will not be accepted from applicants using franked Government envelopes, or postage-paid agency envelopes or metered mail.

The Department of the Interior is an Equal Opportunity Employer. Within the scope of Indian Preference (where applicable), selection for positions will be made solely on the basis of merit, fitness and qualifications without regard to race, gender, sexual orientation, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, or any other non-merit factor.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.